



# ITINERANT VENDOR APPLICATION

**Santa Rosa County Community Planning, Zoning & Development Division**  
6051 Old Bagdad Highway  
Milton, FL 32583

Phone: (850) 981-7075 Fax: (850) 983-9874  
E-Mail: [planning@co.santa-rosa.fl.us](mailto:planning@co.santa-rosa.fl.us)

**In an effort to efficiently permit new itinerant small businesses, please fill out this application designed for review of the site for safety and code compliance. This is not a review for signage or building permits. You must also obtain any necessary approval and permits from the Building and Code Enforcement Departments before opening your business. Upon approval from this Department, you must submit the approved site plans to the Building Inspection Department.**

## **I. INSTRUCTIONS:**

1. Fill out the application completely. Submit a copy of the site plan to the Community Planning, Zoning and Development Division. Failure to submit all required drawings with correct information will result in a delay of approval.
2. The Community Planning, Zoning, and Development Division has ten (10) working days to review the application and site plan.
3. Itinerant vendor site plan approval does not constitute tree removal permit of any kind.
4. The approved site plan is contingent upon your receipt of all other applicable regulatory agencies permits and approvals

## **II. PROJECT INFORMATION**

<b>** FOR OFFICIAL USE ONLY **</b>	
Application No. _____-SP-	Date _____
_____	Received: _____
\$25.00 FEE: _____	Receipt: _____
_____	_____
FLUM _____	Zoning _____
Designation: _____	District: _____

**PLEASE COMPLETE:**

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PARCEL ID NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

TYPE OF PROJECT/BUSINESS: \_\_\_\_\_  
\_\_\_\_\_

Gross floor area (sq. ft.): \_\_\_\_\_ Building height: \_\_\_\_\_

Street address of property, geographical description and driving directions:

\_\_\_\_\_  
\_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Vendor's Address: \_\_\_\_\_

Vendor's Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Parcel Zoned: \_\_\_\_\_

**III. ATTACHMENTS:**

1. Provide an original letter from the property owner stating his/her knowledge and approval of this project.
2. Site plans shall provide a vicinity map, address, and show the location of existing easements and rights-of-way.
3. Location of building with front, rear and side setbacks according to the Santa Rosa County Land Development Code. Indicate the building façade and entrance locations, and proposed building height.
4. Location of any fences or other screening devices and dumpsters. All dumpsters are to be screened from public rights of way. Reference Article 7 of the Santa Rosa County Land Development Code.
5. Location and general character of all existing curb cuts, driveways, or parking areas. Label the

- number of proposed parking spaces and provide dimensions (9'x18' standard). All required parking spaces are to be clearly designated with wheel stops.
6. Location of proposed signs. (SEPARATE APPLICATION REQUIRED – CONTACT CODE ENFORCEMENT)
  7. Copy of septic tank permit or sewer letter from the Health Department that demonstrates concurrency if necessary.
  8. Provide deed or documentation to indicate when subject property was recorded if required by planning staff.